

## Job Description

### *Missouri State Highway Patrol*

Class Title: Traffic Safety Analyst III Patrol Accident Records

Title Code: V00088

Effective Date: New 09/22/05

Date Reviewed:

Date Revised:

**Immediate Supervisor:** Assistant Director, Traffic Division

**Position Supervised:** Patrol Accident Records Section employees

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

## POSITION SUMMARY

This is a highly responsible supervisory, technical and quality control position in the Patrol Accident Records Section of the Traffic Division. The employee in this position ensures processing of all accident reports either completed by Patrol members or involving at least one fatality; conducts quality control on documents submitted and data entered into the Statewide Traffic Accident Records System (STARS). The employee is responsible for processing requests/fee payments for Patrol accident reports and traffic crash statistics or data. The employee oversees the GHQ Message Center, gathering and submitting information to support the National Highway Traffic Safety Administration's Fatality Analysis Reporting System (NHTSA/FARS) and providing assistance to troop personnel on complex issues pertaining to traffic accident reporting and classification. The employee also supervises personnel assigned to the Patrol Accident Records Section. Work is subject to general review and supervision by the assistant director and/or division director for conformance with policies and procedures.

## DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Assists upper management with the development and implementation of effective work plans for the Patrol Accident Records section and updates work flow procedures as needed; coordinates and monitors subordinates' work flow and job performance to ensure compliance with Patrol policies and procedures; provides technical assistance to subordinates; approves/disapproves leave, processes time records, provides counseling and feedback, and conducts performance evaluations.

Gathers teletypes on motor vehicle fatality crashes and encodes information into the Fatal Accident Statistics Tracking System (FASTS); reviews and codes all motor vehicle accident reports noting at least one fatality and updates information in FASTS; conducts quality control in FASTS against data in STARS and reconciles any discrepancies.

Compiles daily year-to-date fatality statistics, via MULES teletype, to Patrol Troops, MULES users, metropolitan police agencies, and the news media; forwards hardcopy statistics to the Patrol's Field Operations Bureau and NHTSA/FARS.

Provides guidance to troop personnel with questions and technical issues relating to the classification of motor vehicle accidents and the completion of the Missouri Uniform Accident Report.

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Serves as liaison between the Patrol and various law enforcement agencies, attorneys, the media, etc., regarding requests/inquiries for statistics or various reports on statewide motor vehicle traffic crashes.

Assists with processing requests and/or inquiries for accident reconstruction reports and/or photographs; entering requests into the Accident Request Tracking System (TR30) and ensures established procedures are followed regarding the workflow of revenue into the Traffic Records fund.

Assists with coding, encoding, and scanning written and electronic accident reports completed by Patrol officers; proofs for accuracy; forwards error reports to officer for correction; files report upon receipt of corrected copy(s); performs and oversees quality control to ensure accuracy of STARS data.

Reports problems to the appropriate entity or individual on STARS, FASTS, Accident Request Tracking System and document imaging scanners.

Attends internal and external meetings regarding STARS.

Organizes and assembles required statistical and report data for various publications relating to traffic crashes; edits drafts of publications; distributes publications.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the National Safety Council's Classification of Motor Vehicle Traffic Accidents.

Thorough knowledge of the STARS encoding requirements and quality control measures, various STARS-related codes, and the flow of crash reports/data to STARS.

Thorough knowledge of the Missouri Uniform Accident Report reporting requirements.

Thorough knowledge of the job duties of personnel assigned to the Patrol Accident Records Section.

Thorough knowledge of State laws and Patrol policies and procedures relating to accident reporting.

Knowledge of motor vehicle crash statistical information used in various Patrol publications and special reports.

Knowledge of effective practices and principles of supervision.

Knowledge of modern office procedures and practices.

Ability to compile statistical data for development of publications and reports.

Ability to complete quality control on data received and entered into databases.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to establish and maintain records and files (electronic and hardcopy).

Ability to assist with the creation and modification of work flow procedures to ensure the Patrol Accident Records Section operates efficiently and effectively.

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Ability to demonstrate work techniques in the training of other employees.

Ability to plan, delegate and supervise the work of employees assigned to the non-Patrol Accident Records Section.

Ability to work independently with little supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to follow and understand oral and written instruction.

Ability to calculate figures.

Ability to handle restricted and confidential information and maintain the information as such.

Ability to operate basic office equipment (e.g., PC, typewriter, telephone, copy machine, microfilm processor, scanner, and calculator).

Ability to travel to conduct Patrol business as needed.

Ability to establish and maintain harmonious working relationships with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Possess the skill to type 40 words per minute with ten (10) errors or less.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited high school or possess a GED.

Four years responsible clerical experience with the Patrol, at the level of Clerk Typist III, Quality Control Clerk III, Clerk III, or Data Entry III and working knowledge of STARS and traffic accident classification.

AND

Two years experience as a Traffic Safety Analyst II or comparable experience.

### NECESSARY SPECIAL REQUIREMENTS

Must be MULES Certified.